

**Sample SWPPP  
for  
Recycling Facilities**

# TABLE OF CONTENTS

## General Facility Information

- 1.0 Overview
  - 1.1 Introduction
  - 1.2 Objectives
- 2.0 Storm Water Pollution Prevention Team
- 3.0 Potential Sources of Storm Water Pollution
  - 3.1 Site Map
  - 3.2 Inventory of Exposed Materials
  - 3.3 List of Past Spills and Leaks
  - 3.4 Summary of Sampling Data
- 4.0 Best Management Practices
  - 4.1 Non-Structural Control Measures
  - 4.2 Structural Control Measures
- 5.0 Non-Storm Water Discharges
- 6.0 Record Keeping and Reporting
  - 6.1 Annual Report
  - 6.2 Sample Record Keeping and Reporting Forms
- 7.0 Certification Statement

## GENERAL FACILITY INFORMATION

Name of Facility: \_\_\_\_\_

Facility Address: \_\_\_\_\_

\_\_\_\_\_

Facility Contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Owner: \_\_\_\_\_

Facility Operator: \_\_\_\_\_

(if different from Owner)

Certified Storm Water Operator \_\_\_\_\_

Certification Number \_\_\_\_\_

Standard Industrial classification (SIC) Code: \_\_\_\_\_

Permit Information:

Type: ( ) General ( ) Individual

Designated Name: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Effective Date of Coverage: \_\_\_\_\_

Number of Storm Water Outfalls: \_\_\_\_\_

Receiving Waters: \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

# 1.0 OVERVIEW

## 1.1 INTRODUCTION

This storm water pollution prevention plan (SWPPP) covers the operations at \_\_\_\_\_. It has been developed as required under Part I.B of Michigan's National Pollutant Discharge Elimination System (NPDES) general permit for storm water discharges and in accordance with good engineering practices. This SWPPP describes this facility and its operations, identifies potential sources of storm water pollution at the facility, recommends appropriate best management practices (BMPs) or pollution control measures to reduce the discharge of pollutants in storm water runoff, and provides for periodic review of this SWPPP.

This SWPPP becomes effective as of \_\_\_\_\_. The non-structural controls will be implemented by \_\_\_\_\_. Structural controls will be in place by \_\_\_\_\_.

## 1.2 OBJECTIVES

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Industrial facilities subject to an NPDES permit must prepare and implement an SWPPP for their facility.

The objective of this SWPPP is three-fold:

1. to identify potential sources of pollution at \_\_\_\_\_.  
(facility name)
2. to describe best management practices (BMPs) consistent with BMPs for the scrap processing and recycling industry which are to be used at \_\_\_\_\_.  
(facility name)
3. to provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help \_\_\_\_\_.  
(facility name)

comply with the terms and conditions of their storm water discharge permit

## 2.0 STORM WATER POLLUTION PREVENTION TEAM

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of

(facility name)

The member(s) of the team and their primary responsibilities (i.e. implementing, maintaining, record keeping, submitting reports, conducting inspections, employee training, conducting the annual compliance evaluation, testing for non-storm water discharges, signing the required certifications) are as follows:

[illegible]

## 3.0 POTENTIAL SOURCES OF POLLUTANTS

### 3.1 SITE MAP

Figure 1 presents a site map of the facility showing the following features (as required by the permit):

- property boundaries
- buildings and other permanent structures
- storage or disposal areas for significant materials
- storm water discharge outfalls
- location of storm water inlets contributing to each outfall
- outlines of drainage areas contributing to each outfall
- location of NPDES permitted discharges other than storm water
- structural runoff controls and storm water treatment facilities
- areas of vegetation
- areas of exposed and/or erodible soils
- impervious surfaces (roof tops, asphalt, concrete)
- names and locations of receiving waters
- areas of known or suspected impacts on surface waters as designated under Part 201 of the Natural Resources and Environmental Protection Act of 1994, Public Act 451 (formerly Act 307).
- locations where the following activities are exposed to storm water:
  - fixed fueling operations
  - vehicle and equipment maintenance and/or cleaning areas
  - loading/unloading areas
  - waste treatment, storage, or disposal areas
  - liquid storage tanks
  - scrap processing areas
  - equipment operating areas
  - storage areas
- any other areas deemed appropriate

## FIGURE 1.

### 3.2 INVENTORY OF EXPOSED MATERIALS

The permit requires a general inventory of significant materials on site. For each significant material on site an evaluation is to be conducted to determine the potential for these materials to be contributed to the runoff being discharged from the facility. Areas to focus on may include:

- loading and unloading areas
- scrap processing areas [receiving, sorting, storage, processing (bale press, shearing, torching, shredding, briquetting, wire chopping, crushing, turning, flattening), shipment, etc.]
- other material handling operations (fuel pumps, etc.)
- outdoor storage areas (scraps, solvents, parts, etc.)
- processes which generate dust or particulate matter
- roof vents, stacks, and blowers
- waste generating areas
- waste disposal practices (tanks for oils, fuels, hydraulic fluid, antifreeze, and lubricating oils; trash dumpsters; etc.)
- maintenance and cleaning practices for vehicles and equipment
- sites of environmental contamination
- areas where spills of polluting materials (salt and any material listed on Michigan's Critical Materials Register) have occurred in the past three years
- any other areas deemed appropriate

Include the ways in which these materials might be exposed to the storm water runoff. And identify the outfalls from which the materials may be discharged if a release should occur.

Area/Process	Material	Method of Exposure	Outfall

### 3.3 LIST OF PAST SPILLS AND LEAKS



The permit requires a listing of oil and other polluting materials that have been spilled or leaked over the three years prior to the completion of the plan be included in the plan. Also include the date, volume of materials, the exact location of each release, and the actions taken to clean up the materials and/or prevent exposure of the materials to storm water runoff or contamination of surface waters of the state. (If there have been no spills of polluting materials, state that in this section).

[illegible]

### 3.4 SUMMARY OF SAMPLING DATA

Not all facilities will have sampling data available. If there is data available for your facility it is to be included in the SWPPP. If there is no data available, please state that in this section.

The following is a summary of the sampling data available for

(facility name)

Include sampling date, sampling location, parameters measured, range of concentrations for each parameter, sample collector, sample analyst, and a list of any changes in conditions that suggest the storm water data is no longer indicative of the current conditions at the facility.

[illegible]

## 4.0 BEST MANAGEMENT PRACTICES

Storm water management controls, or best management practices (BMPs), will be implemented to reduce the amount of pollutants in storm water discharged

from \_\_\_\_\_  
(facility name)

The permit requires that the following categories of BMPs to be considered, and selected where applicable.

#### 4.1 NON-STRUCTURAL CONTROLS

Non-structural controls are practices that are specifically intended to reduce the amount of pollution getting into surface waters. They are generally implemented to address the problem at the source. They do not require any structural changes to the facility. The following Non-Structural Controls have been selected for implementation:

- **Preventive Maintenance**

Preventive Maintenance involves the regular inspection, testing, and cleaning of facility equipment and operational systems. These inspections will help to uncover conditions which might lead to a release of materials. Thus, allowing for maintenance to prevent such a release.

The following equipment/activities will be included in the preventive maintenance program. (Examples: storage tanks for waste fluids, scrap processing equipment, containment areas, all structural controls, etc.)

[illegible]

- **Semi-annual Comprehensive Inspections**

Comprehensive inspections of the facility (equipment, plant areas, and structural controls) are required by the permit. These inspections must occur at least once every six months. Records of the inspections must be kept on file with the SWPPP for a minimum of three years.

The following is a description of our facilities comprehensive inspection schedule.

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- **Good Housekeeping Practices**

Good housekeeping practices are designed to maintain a clean and orderly work environment. This will reduce the potential for significant materials to come contact with storm water.

The follow practices are included in our good housekeeping routine. (Examples: draining fluids, refrigerant, and deploying air bags prior to dismantling, keeping an accurate inventory, putting hoods down on vehicles during storage, sweeping paved areas and floors, etc.)

[illegible]

- Spill Prevention and Response Procedures**  
 Spills and leaks together are the largest industrial source of storm water pollution. Thus, this SWPPP specifies material handling procedures and storage requirements for significant materials. Equipment and procedures necessary for cleaning up spills and preventing the spilled material from being discharged have also been identified. All employees have been made aware of the proper procedures.

The follow procedures have been developed for spill response for our facility. (Examples of areas to include: vehicle dismantling areas, waste fluid storage areas, parts cleaning areas, solvent storage areas, etc.)

Area	Materials Present	Response Plan Location

- Sedimentation Control Measures**  
 There may be certain areas at the facility that are prone to soil erosion. These areas need to be protected, and the soil kept out of the storm water discharge. (If there are no areas prone to soil erosion state that in this section.)

Area of Concern	Control Measures

- **Employee Training**

Employee training will be a major component in ensuring the success of the facilities SWPPP. The more knowledgeable all employees are about the facility's SWPPP and what is expected of them, the greater the chance that the plan will be successful.

The following is a description of the employee training programs to be implemented to inform appropriate personnel at all levels of responsibility of the components and goals of this SWPPP. (Examples: good housekeeping practices, spill prevention and response procedures, waste minimization practices, customer education on facility policies, etc.)

Topic	Employees Included	Frequency

- **List of Significant Materials Still Present**

After the implementation of the non-structural controls the following significant materials are expected to be present in the storm water discharge. These materials will be addressed through the use of structural controls.

After the implementation of non-structural controls the following materials are expected to still be present in the storm water being discharged from the facility. (If there will be no significant materials present after the implementation of non-structural controls, state that in this section.)

Material	Location	Outfall	Planned Control Measure

## 4.2 STRUCTURAL CONTROLS

Structural control measures will be necessary to control any pollutants that are still present in the storm water after the non-structural controls have been implemented. These types of controls are physical features that control and prevent storm water pollution. They can range from preventive measures to collection structures to treatment systems. Structural controls will require construction of a physical feature or barrier.

- **Preventive Measures**

Preventive measures are control which are intended to prevent the exposure of storm water to contaminants.

The following preventive measures have been chosen for this facility.  
(Examples: signs and labels, safety posts, fences, a security system, coverings over areas of concern, etc.)

Area	Material	Control Measure

- **Diversions**

Diversion practices are structures (including grading and paving) that are used to divert storm water away from high risk areas and prevent contaminants from mixing with the runoff, or to channel contaminated storm water to a treatment facility or containment area.

The following areas are to be protected through the use of diversion structures. (Examples: storage areas, processing areas, past spills, etc.)

Area	Material	Control Measure

- **Containment**

Containment areas are structures designed to hold pollutants or contaminated storm water to prevent it from being discharged to surface waters. These structures can range from drip pans to large containment areas required for Pollution Incident Prevention Plans (PIPP) or Spill Control and Countermeasures (SPCC) plans.

Containment structures will be/have been installed in the following areas. (Examples: containment around waste fluid storage areas, drip pans under valves and pipe connections, curbing around dismantling areas or parts storage areas, etc.)

Area	Material	Control Measure

- **Other Controls**

There are other control measures that can be used that may not fit into one of the previously mentioned categories. The use of such controls is encouraged.

The following additional controls have to be used at the facility. (Examples: sumps, oil/water separators, sand filters, vegetative filters, basins [collection, retention, detention], reduce, reuse. and recycle materials, etc.)

Area	Material	Control Measure



The following is a list of Best management Practices (BMPs) commonly used at auto recycling facilities.

<b>Activity</b>	<b>Purpose</b>	<b>BMPs</b>
<u><b>Vehicle Dismantling</b></u>		
Antifreeze/Coolant	Eliminate Exposure	Drain prior to dismantling and resell or recycle
Batteries	Minimize Exposure	Remove and place in covered storage area on a paved surface that is bermed or in plastic containers with lids
Brake Fluid	Eliminate Exposure	Drain using suction. Remove and drain parts with fluids. Store fluids in holding tanks and recycle
Refrigerant	Minimize Air Pollution	Evacuate prior to dismantling and when part is removed.
Gasoline/Diesel	Eliminate Exposure	Drain prior to vehicle storage. Filter, pump into holding tanks. Sell or reuse.
Motor Oil	Eliminate Exposure	Drain prior to dismantling and parts removal. Store in holding tanks and recycle.
Transmission Oil	Eliminate Exposure	Drain prior to dismantling and parts removal. Store in holding tanks and recycle.
Tires	Minimize Exposure	Remove and store in Semi-trailer, indoors, or under cover. Sell or recycle.
Oil Filters	Eliminate Exposure	Drain oil and properly dispose or recycle.
Vehicle Parts	Eliminate Exposure	Wash or clean in contained area. Store in plastic containers, covered area, or indoors.
Parts Cleaner	Eliminate Exposure	Recover and recycle.
Air Bags	Eliminate Exposure	Deploy airbags per guidelines or remove intact for reuse and store under cover.
<u><b>Auto/Parts/ Material Storage</b></u>		
Display Autos	Minimize Exposure	Use drip pans under stored vehicles. Replace hoods after parts removal. Reduce holding time for scrap disposal.
Burnt Autos	Minimize Exposure	Cover with plastic sheet, and remove for scrap disposal promptly.
Separated Components	Eliminate Exposure	Confine to designated area. Store under cover. Curb, berm, or dike as needed.
Autobody	Minimize Exposure	Replace hoods after parts removal. Reduce holding time for scrap disposal. Minimize inventory during wet season.
Scrap Parts	Eliminate Exposure	Store under cover and dispose of promptly.
Material and Liquid Wastes	Improve Materials Management	Keep separate and label. Track recycling. Dispose of properly.

<b>Activity</b>	<b>Purpose</b>	<b>BMPs</b>
<u><b>Site Management</b></u>		
Spills	Contain/clean up pollutants	Prepare for clean up spills. Use rags/ adsorbent snakes to containment. Dispose of properly.
Site Grading	Minimize Exposure	Repave area to direct flows away from storage and waste areas.
Dismantling Area	Minimize Exposure	Roof or cover to eliminate rain-in. Berm to eliminate storm water run-on.
Waste and Liquids	Good Maintenance	Inspect to ensure integrity of tanks, containers, pipings, and valves. Install safeguards against accidental releases.
Washwaters	Waste Minimization	Recycle and reuse or release to sanitary sewer if allowed.
Employee Training	Waste Minimization	Train employees regularly on proper and environmentally safe practices.
Customer Education	Waste Minimization	Inform and require customers who remove parts to do so properly and appropriately dispose of waste.
Materials Inventory	Good Management	Maintain proper inventories of vehicles processed, materials stored, and wastes recycled or disposed.
<u><b>Storm Water Treatment</b></u>		
Flow Dissipation	Remove Pollutants	Directs flow discharge over coarse gravel or cobblestones to facilitate settling out of particulates and sediment.
Vegetative Belts	Remove Pollutants	Direct flow discharge over vegetative belts or biofilters to enhance pollutant removal.
Sand/Gravel Filters	Remove Pollutants	Allow storm water from open parts storage areas to pass through a sand/gravel filter with drain holes. Sand layer must be periodically replaced.
Detention Ponds	Remove Pollutants	Capture storm water runoff from high activity areas. Skim off surface oil and remove bottom sediment. Reuse or evaporate runoff water.
Oil/Grit and Oil/Water Separators	Remove Pollutants	Direct flows from high activity areas through oil/water separators. Off-line separators to bypass large storms are preferable. Maintain regularly.
Flotation/Coagulation	Remove Pollutants	Store runoff flows, equalize, and provide flotation/coagulation. High operation and maintenance costs. Inappropriate if used only intermittently.
Industrial Sewer Piping	Remove Pollutants Offsite	Pretreat as required and pipe to sanitary sewer if allowed.

## 5.0 NON-STORM WATER DISCHARGES

The permit requires that all discharge locations be evaluated for the presence of non-storm water discharges. Any unauthorized storm water dischargers must be eliminated, or covered under another National Pollutant Discharge Elimination System (NPDES) permit. Certification that there are no unauthorized discharges must be submitted to the appropriate district supervisor. The following is a list of non-storm water discharges authorized under the general permit.

fire fighting activities, fire hydrant flushing, potable water sources including waterline flushing, irrigation drainage, lawn watering, uncontaminated ground water, foundation or footing drains, building washdown where no detergents were used, air conditioning condensate, dust control spraying.

The following table summarizes the evaluation results.

Date	Outfall	Method	Evaluator	Observations (are there any non-storm water discharges? Authorized or unauthorized?)	Date Corrected

### CERTIFICATION OF EVALUATION OF NON-STORM WATER DISCHARGES

I certify under penalty of law that the storm water drainage system in this SWPPP has been tested or evaluated for the presence of non-storm water discharges either by me, or under my direction and supervision. To the best of my knowledge and belief, the information submitted is true, accurate, and complete. And at the time this plan was completed no unauthorized discharges were present. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

## **6.0 RECORD KEEPING AND REPORTING**

The permit requires that records of all preventive maintenance inspections, the semi-annual comprehensive site inspections, records of employee training sessions, and the annual report be retained at \_\_\_\_\_ for at least three years after the permit coverage expires.

These records must be made available, upon request, to a representative of the Michigan Department of Environmental Quality (MDEQ). In the case of facilities which discharge storm water to a municipal separate storm sewer system, the records must also be made available to the operator of the municipal system.

### **6.1 ANNUAL REPORT**

The permit requires that \_\_\_\_\_ prepare an annual report discussing the effectiveness of the SWPPP. This report should include any changes that have been made, the reason for the changes, any spills that occurred, what actions were taken as result of the spill, inspection results, and any other information relevant to the SWPPP. The annual report is to be retained on site. It does not need to be submitted to the MDEQ.

### **6.1 SAMPLE RECORD KEEPING AND REPORTING FORMS**

The following pages contain sample forms for the record keeping and reporting associated with the SWPPP. The following forms are examples, they are not required to be used by your facility.

- Significant Spill Report
- Non-storm Water Inspection Report
- Employee Training
- Good Housekeeping
- Preventive Maintenance
- Storm Water Inspection Report

# **SIGNIFICANT SPILL REPORT**

Date of Occurrence: \_\_\_\_\_

Discovered by Whom: \_\_\_\_\_

Location: \_\_\_\_\_

Material Type & Volume: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cause of Spill: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agencies/Persons Contacted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

# **NON-STORM WATER INSPECTION REPORT**

Date of Inspection: \_\_\_\_\_ Time: \_\_\_\_\_

Inspected by (printed name): \_\_\_\_\_

Signature: \_\_\_\_\_

Description of type of inspection (check those that apply):

visual observation      dye tests      smoke tests      TV line survey  
analysis of accurate schematics      sampling/monitoring

Observations/Results: \_\_\_\_\_

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Are there any non-storm water discharges?    yes      no

Is the discharge authorized under this permit?    yes      no

Is the discharge covered under another National Pollutant Discharge Elimination System (NPDES) permit?    yes      no

Are significant structural changes required to eliminate the discharge?    yes      no

# **EMPLOYEE TRAINING**

Date of Session: \_\_\_\_\_

Time: \_\_\_\_\_

Trainer : \_\_\_\_\_  
(printed)

\_\_\_\_\_  
(Signature)

Attendees (names, printed):

Signature:

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Topics Covered: \_\_\_\_\_

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## GOOD HOUSEKEEPING

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Inspected by (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Areas Inspected	Observations	Actions Taken
parking areas		
isles & walkways		
core & scrap		
dumpsters		
battery removal/storage		
antifreeze removal/storage		
oil removal/storage		
fuel removal/storage		
parts cleaning/storage		
solvent storage		
grounds (in general)		



## PREVENTIVE MAINTENANCE

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Inspected by (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

[illegible]

# COMPREHENSIVE INSPECTION

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Inspected by (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Areas Inspected	Observations	Actions Taken
storm water outfalls		
property boundaries		
parking lots		
grounds (in general)		
dismantling areas		
washing areas		
<b>Waste Storage Areas</b>		
liquid storage (oil, fuel, antifreeze)		
hazardous waste		
parts		
solvent		
dumpsters		
scrap & core		
vehicles		
equipment		

## 7.0 CERTIFICATION OF THE SWPPP

I certify under penalty of law that this SWPPP has been developed in accordance with good engineering practices. To the best of my knowledge and belief, the information submitted is true, accurate, and complete. And at the time this plan was completed no unauthorized discharges were present. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations.

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(Signature of Certified Operator)

---

(Certification Number)

---

(Printed Name)

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(Date)

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(Signature of Corporate Officer)

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(Date)

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(Printed Name)

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(Title)

Retain a copy of this certification with the SWPPP and submit a copy with the original signatures to the MDEQ office in your area.